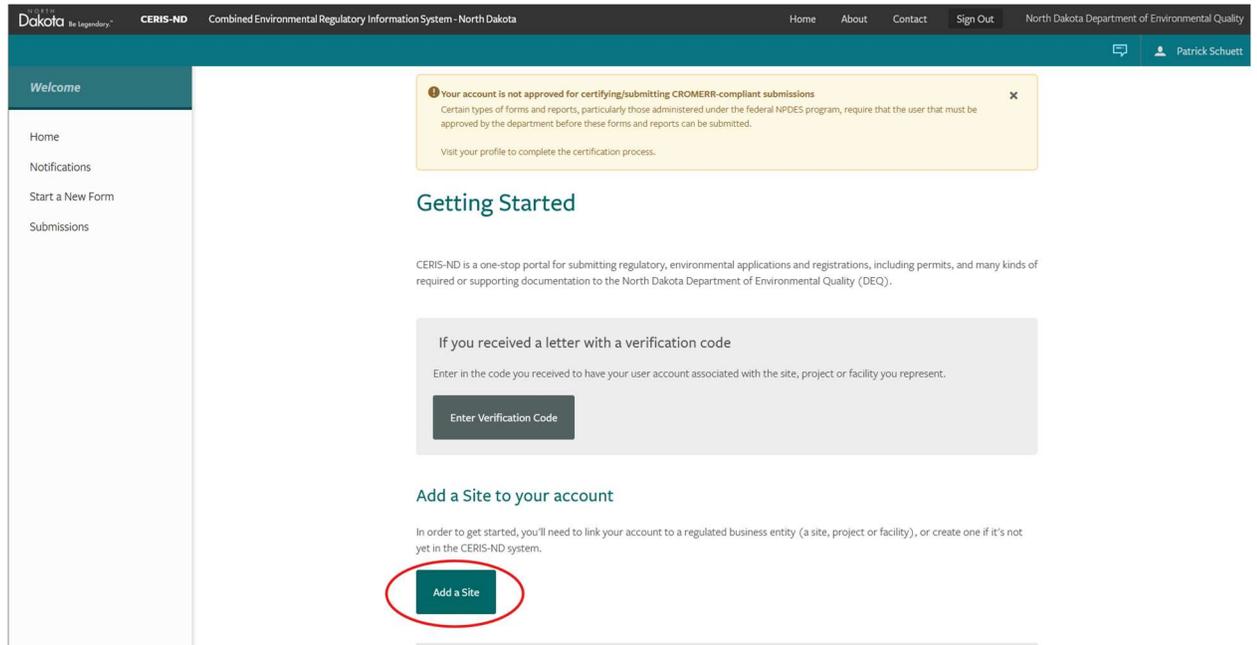
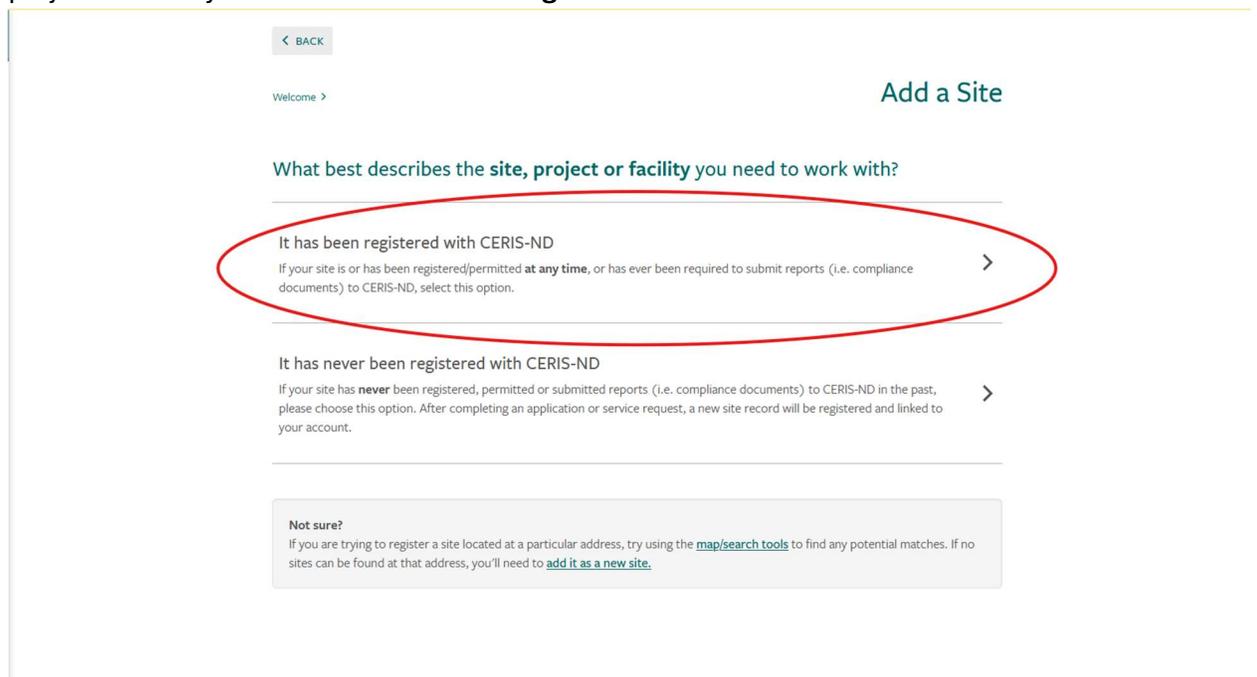


1. How to Request Access to Additional Sites

- a. Navigate to the CERIS system at <https://ceris.deq.nd.gov/ext/ncore/external/home>.
- b. After logging in, the Welcome page displays a section titled "Getting Started". Within this section, there is "Add a Site to your account".



- c. The "Add a Site" page will come up with the question of "What best describes the site, project or facility.....Click on **It has been registered with CERIS-ND**



- d. The “Connect an Existing Site” page will come up. Click **Search for a Site (by location)**

< BACK

Welcome > Add a site >

Connect an Existing Site

Find your site on an online map

If you're looking to connect a site/facility with a specific address, you can use our online map to find it and request access.

Search for a Site (by location)

If you received a letter with a verification code

Enter in the code you received to have your user account associated with the site, project or facility you represent.

Enter Verification Code

Request access offline

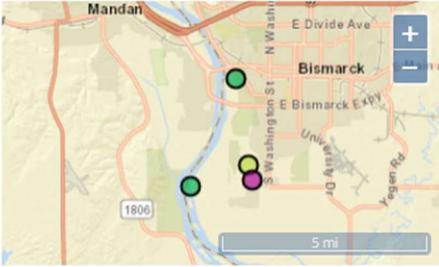
If there is someone (a site administrator, for example) who has CERIS-ND access to the entity in question, you can ask them to use the Invite User feature to grant your account (schup3626@gmail.com) access to the profile.

If that's not an option, please [Contact Us](#) and we can get your account set up.

- e. Search for your site using the available search options. When the selected site is located either in the search result list or displayed on a map, select the site by clicking on the search result item or the pin icon displayed on the map. The Site Profile panel is displayed.
- f. Click the Claim this Site button on the Site Profile panel. The user is prompted to enter a name, email address, and phone number. Enter this information and click the Submit button.

Bismarck City Of
601 London Ave
Bismarck ND 58502

SHOW MORE INFORMATION >



Claim Site

NAME
Testing

PHONE
7013285210

EMAIL
testing@gmail.com

REQUEST REASON
Test/Instructions Development

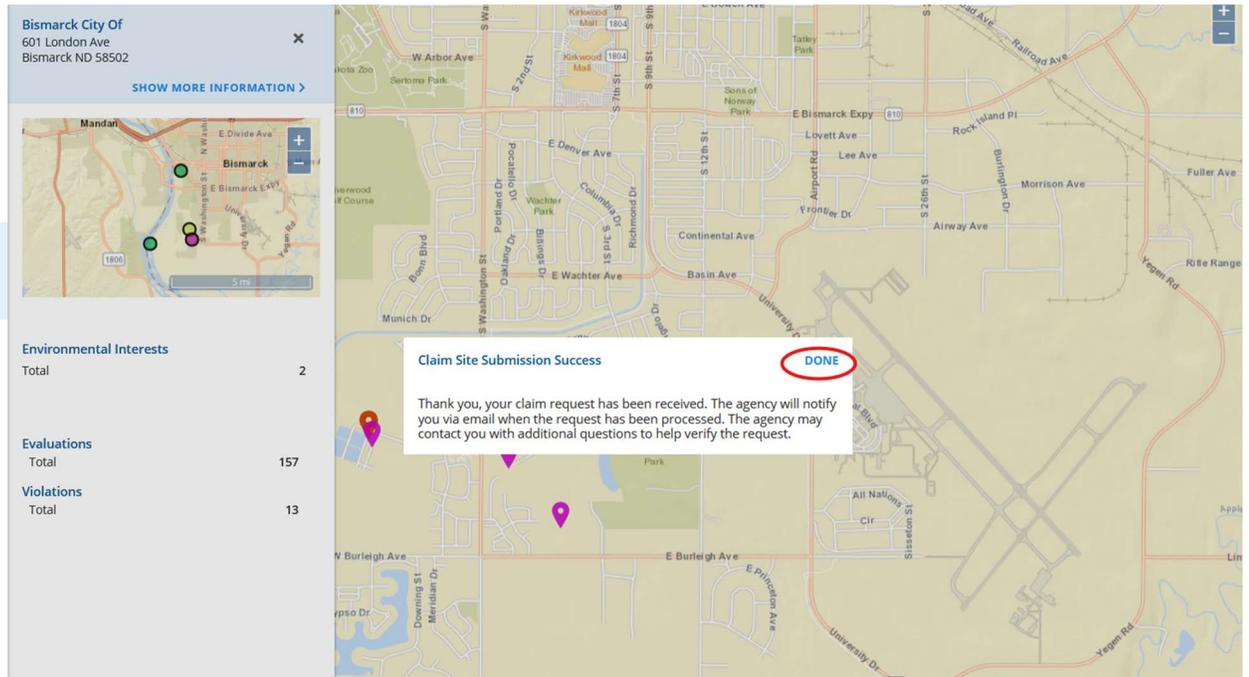
Account Role
Viewer

SUBMIT

I'm not a robot

reCAPTCHA
Privacy - Terms

g. The claim request is now submitted and will be reviewed by either an existing, active site administrator (member of the regulated community that is previously affiliated with the site) or by an authorized agency representative. Click **DONE**.



- h. Once the request has been approved, you will receive a notification email. Click on the invitation link to complete the process.

